

DEPARTMENT OF GENERAL SERVICES  
HALL OF RECORDS COMMISSION  
RECORDS MANAGEMENT DIVISION

SCHEDULE  
NO.

611

PAGE  
NO. 1 OF 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

MARYLAND COUNCIL FOR HIGHER EDUCATION

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Description and Retention
1.	<p><b>MINUTES OF PROCEEDINGS OF THE COUNCIL</b></p> <p>The minutes are composed of typescript copy as well as tape recordings and mimeographed copies for distribution relating to action of the Council on policy and all official matters affecting the assigned duties and responsibilities of the Council.</p> <p><b>RECOMMENDATION:</b> RETAIN PERMANENTLY ONE TYPESCRIPT SET OF THE MINUTES OF PROCEEDINGS AS THE RECORD COPY. RETAIN TAPES FOR FIVE YEARS THEN DESTROY.</p>
2	<p><b>HIGHER EDUCATION GENERAL INFORMATION SURVEYS (HEGIS)</b></p> <p>This record series is an information bank composed of cards and forms prepared by data processing, as well as forms and reports originating in the Council or deposited by educational institutions and other sources. The information on the forms and cards may be transferred to magnetic tape, and recaptured and printed out as required for reports and studies which are included in these files.</p> <p><b>RECOMMENDATION:</b> RETAIN HEGIS REPORTS, TAPES AND PRINTOUTS FOR FIVE YEARS AFTER PREPARATION, THEN DESTROY.</p>
3	<p><b>GENERAL SUBJECT FILES</b></p> <p>General files created in every administrative office of the Council which include correspondence relating to public higher education; data, statistics and other information on evaluations, plans, programs, standards, cooperation between states (including Federal activities), studies and research projects.</p> <p><b>RECOMMENDATION:</b> CUT OFF FILES AT END OF EACH FISCAL YEAR. RETAIN FOR THREE ADDITIONAL YEARS, THEN DESTROY.</p>

Schedule approved by Department, Agency or Division Representative

Executive Director:

Maryland Council for Higher Education

10/16/74

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary